



COMDTINST 5420.20E

13 NOV 1992

COMMANDANT INSTRUCTION 5420.20E

Subj: Coast Guard Professional and Military Training Advisory Committee (PMTAC)

Ref: (a) Management of the Coast Guard's Training System, COMDTINST 1550.9

1. PURPOSE. The purpose of this Instruction is to provide a charter and mission statement for the Coast Guard Professional and Military Training Advisory Committee (PMTAC). It also provides guidance for committee administration, membership, meetings, and reports. This document is intended for the PMTAC representatives and all supervisors of junior officers.
2. DIRECTIVES AFFECTED. COMDTINST 5420.20D is cancelled.
3. DISCUSSION. The function of the Academy is to provide academic and professional training which prepares young men and women to serve as officers in the U.S. Coast Guard. In addition to achieving a sound undergraduate education, Academy graduates must demonstrate a level of professional competency which will enable them to assume the duties of a junior officer aboard ships and in future follow-on assignments. The Officer Candidate and Direct Commission Accession Programs at the Reserve Training Center graduate newly commissioned officers who are assigned to junior officer duties in every operational and support program in the Coast Guard. The PMTAC will monitor and evaluate how well junior officers are prepared to carry out their duties.

4. MISSION. The mission of PMTAC is to monitor the job performance of newly commissioned officers and to provide feedback to the Coast Guard Academy and the Coast Guard Reserve Training Center (RESTRACEN). Specifically, the PMTAC shall:
  - a. Gather information on the job performance of junior officers by all means possible including: formal and informal surveys; semiannual meetings at the Coast Guard Academy and RESTRACEN; formal and informal feedback received from junior officers and their supervisors throughout the Coast Guard; member participation on promotion boards for LT and LTJG; attendance at commanding officers' conferences; and participation in Quality Action Teams. Reference (a) provides additional information on conducting external evaluations of Coast Guard training.
  - b. Analyze this information and provide timely and effective feedback in writing to the Superintendent, Coast Guard Academy and the Commanding Officer, RESTRACEN.
  - c. Report to Commandant (G-P) in writing on the strengths and weaknesses of newly commissioned officers (exclusive of warrant officers) from all sources.
5. MEMBERSHIP.
  - a. Membership on PMTAC will reflect the diverse missions of our Service and the composition of the officer corps. The members of PMTAC will include experienced operational commanders from both the Atlantic and Pacific Areas. They will reflect a variety of commissioning sources and professional experiences. At least three members will represent the surface community. The aviation, marine safety and naval engineering communities will be represented by at least one member each. In addition the ethnic and gender diversity of the Coast Guard's officer corps will be represented. The PMTAC will include officers who are currently serving, or who have recently served, at units to which junior officers are normally assigned during their first few years of commissioned service. Not more than six commissioned officers will be appointed as regular members; not more than six additional members will be appointed as alternate members. When operational commitments of other

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  - a. (cont'd) circumstances prevent one or more of the regular members from attending, alternate members will attend in their place. This procedure will ensure that a mix of operational experience is maintained at each PMTAC meeting.
  - b. The senior regular member on the Committee will function as the Chairperson. The terms of the outgoing Chairperson and the incoming Chairperson will overlap for one meeting.
  - c. Commandant (G-PRF) is the PMTAC Coordinator.
  - d. Participation as a regular member of the Committee will not exceed three years. Membership on the Committee is open to all commissioned officers, LCDR and above.
  - e. Individuals who want to serve on the Committee should notify Commandant (G-PRF) by 1 June of each year. A selection panel will be held in July to fill vacancies on the Committee. Recommendations by the selection panel will be forwarded to Commandant (G-P) for appointment in writing.
  - f. The following officers or their representatives are permanent, nonvoting members: Commandant (G-PRF); Commandant (G-OCU); Commandant (G-RST); Commandant (G-ENE); Commandant of Cadets; and Chief, Officer Candidate School.
  - g. Other interested personnel may be requested to attend specific meetings at the discretion of the PMTAC Chairman or PMTAC Coordinator.
6. MEETINGS. The Committee will meet at least once each year at the Coast Guard Academy, and at least once each year at RESTRACEN, Yorktown. Additional meetings may be called by the Superintendent, Coast Guard Academy, the CO, RESTRACEN; or Commandant as necessary. Meetings will normally be for a 3 day period with specific dates coordinated to accommodate the operational commitments of the members. The Superintendent will coordinate the meeting dates for the Academy. The CO, RESTRACEN, will coordinate the meeting dates for RESTRACEN. The names of the Committee members and meeting dates will be published via ALDIST, early enough to permit interested Coast Guard personnel to address communications to the Committee prior to the meeting. Costs incidental to PMTAC will be funded by Commandant (G-P) with prior approval.

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7. REPORTS. A detailed report, including the minutes of each meeting will be furnished to Commandant (G-P) via the Superintendent and the CO, RESTRACEN. The report will include a complete description of matters discussed. The Superintendent and the CO, RESTRACEN will review and provide their endorsements on each report.
8. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and Commander, Coast Guard Activities Europe will notify all personnel of the contents of this Instruction.

J. M. LOY  
Chief, Office of Personnel  
and Training